

## Accommodations Tax Reporting Form

Side A

Name of Government:		Contact Person:		Phone #:	
<b>Summary of Total Accommodations Tax Funding:</b>					
Allocation of Fiscal Year Revenues	Total Accommodations Tax Revenue for Fiscal Year Ending: _____	1	\$		
	First \$25,000 to the General Fund:	2	\$	(25,000.00)	
	Balance:	3	\$	(Line 1 minus line 2)	
	5% of Balance to General Fund:	4	\$		
	30% of Balance to Special Fund: Advertising and Promotion:	5	\$		
	Remaining 65% to Special Fund: Tourism Related Expenditures:	6	\$	(Line 3 minus lines 4 & 5)	
Reconciliation of 65% Fund	65% Funds Carried Forward from Prior Year:	7	\$		
	Interest Earned:	8	\$		
	Expenditures (Total Disbursed as Reported on Side B):	9	\$		
	Balance Carried Forward to Following Year:	10	\$	(Line 6 plus lines 7 & 8 minus line 9)	
<b>30% Advertising and Promotion Special Fund:</b>					
Organization(s) Designated to Receive Special Fund				Amount	
				\$	
Total:				\$	

*I attest this report is a true account of the disbursement of all Accommodations Tax revenues received during the period indicated.*

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**Signature**

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**Title**

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**Date**

Please turn page

**In order to give detailed information on how the project promotes and attracts tourists, this form can be emailed to you. However, please return to the Committee via mail.**

<b>65% Tourism-Related Expenditures Special Fund:</b>					
All organizations making application to the local Accommodations Tax Advisory Committee must be reported whether funding was approved or not. <b>Please duplicate this form as necessary.</b>		Amount Requested by Organization	Amount Recommended by Advisory Committee	Amount Approved** by Local Government	Amount Disbursed by Local Government
Organization Name	Category				
		\$	\$	\$	\$
Project Name/Description*					
		\$	\$	\$	\$
Project Name/Description*					
		\$	\$	\$	\$
Project Name/Description*					
		\$	\$	\$	\$
Project Name/Description*					
		\$	\$	\$	\$
Project Name/Description*					
		\$	\$	\$	\$
Project Name/Description*					
<b>TOTALS</b>		\$	\$	\$	\$

\*Project Name/Description should address the specific use of requested funds. Please also specify how the project/event attracts and promotes tourists. (SEE EXAMPLE). A summary of the organization's request may also be attached.

\*\* Amount Approved must be based exclusively on the estimated percentage of costs directly attributed to attracting or serving tourists.

<b>Project Categories</b> - All must attract or provide for tourists.	
1 - Destination Advertising/Promotion	4 - Tourism-Related Public Services
2 - Tourism-Related Events	5 - Tourist Public Transportation
3 - Tourism-Related Facilities	6 - Waterfront Erosion/Control/Repair
Include in project category 1 all promotion/advertising for events and facilities	
7 - Operation of Visitor Information Centers	

**Return to: Accommodations Tax Expenditure Review Committee, PO Box 125, Columbia, SC 29214-0120**

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